

Teacher of Business Studies

(Part-time – 0.6FTE)

Application Pack



Woking College



Letter from the Principal

Thank you for your interest in Woking College.

Woking College is a rapidly expanding, and highly successful, college serving the Borough of Woking and surrounding areas of Surrey. Our strategy for many years has been to provide the very best quality of teaching and learning to the community of Woking, and the surrounding area, on an inclusive and non-selective basis, and we are fully committed to continuing this successful strategy.

Woking College is enjoying record results, record applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to grow and thrive. The College has benefited hugely from an impressive transformation of its' estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, and looks forward to continued positive engagement for the benefit of all.

With strong leadership from our passionate and committed senior management team, and with the support of an outstanding staff across all areas, we look forward to the continued evolution of the college. We are looking for strong, engaging and passionate candidates to join us on our journey to continued success.

Brett Freeman
Principal

WOKING AND PROUD

Woking College

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities

Background Information

Woking College is a successful, contemporary, and inclusive Sixth Form College which achieves outstanding results. We have 1280 full-time 16-18 year old students and 350 part-time adult learners. Of our 16-18 year olds the majority follow A-level programmes from a wide range of subjects. Last year our pass rate was 99%.

We have consistently achieved Grades 3 and 4 in our ALPS analysis which puts us in the top 11-40% of Schools and Colleges for value-added performance. We also deliver very successful vocational courses in Sport, ICT, Health & Social Care, Business, Childcare, Forensic Science, Media, Art & Design and Performing Arts at Levels 2 and 3. Progression to Higher Education is excellent. Our Ofsted inspection in March 2016 graded all areas of provision good.

Students come to the College from over 60 schools, with approximately half from three local 11 to 16 schools. Transport links to the College are excellent, which attracts students from a wide geographical area. Over 25% of our students come from Black, Asian and Minority ethnic groups. Students receive excellent individual support and are set challenging targets to ensure the successful completion of their courses. Raising aspiration amongst our diverse student body is a key priority for the College.

Woking College has a strong sense of community in which all members are valued and we are especially proud of our achievements in supporting those students who have particular learning needs. We place great emphasis on our programme of enrichment courses which include an extensive range of music, performing arts, sport and language courses.

The Student Council is very active and involved in decision-making at all levels across the College with two students serving as elected governors. The College also has a thriving adult education programme for part-time learners who are speakers of languages other than English. We have an ESOL learning centre in the town centre, and we deliver some of our Art & Design programme at our studio in the Lightbox Gallery.

Staff enjoy working at Woking College. It is a very friendly, dynamic environment in which to develop your career and we have good, modern facilities. Our professional development programme is tailored to the needs of individual staff and we work closely with the other sixth form colleges in Surrey to provide the best possible training opportunities. The College has grown by 80% over the past 8 years and is widely noted as an excellent place of study, where our finances are very sound. The College site is modern and well-maintained. Over the past three years the College has been successful in gaining funding which has enabled the building of a new Sports Centre, a new Arts/Media block and a state-of-the-art Science block.

Woking is one of 8 sixth form colleges in Surrey who work closely together in the S7 Consortium of Sixth Form Colleges. Woking College is committed to equal opportunities and is a lively and supportive environment in which to work. Please visit our website: www.woking.ac.uk



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The Candidate

The College requires a part-time Teacher of Business Studies to teach A level Business and/or Economics, and BTEC Business Studies up to Level 3. We are looking for a part-time member of staff to join this friendly department in our successful and growing College.

The role will be offered with a view to starting in January 2018.

Applications from Teachers in Schools and Sixth Form College sectors are welcome. A full mentoring programme is organised to introduce all new staff to sixth form college systems and procedures and to support and encourage professional development.

We are looking for an exceptional candidate. We expect high performance from all our staff, and are looking for an impressive individual to inspire College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Salary: FTE up to £37,752 plus £994 fringe allowance per annum, depending on experience. Pro rata for part-time.

The Department

The Business Studies Department is a vibrant and highly successful area of the College. Student recruitment numbers have grown rapidly over the last few years and the department now incorporates almost half of the College. The department hosts a range of extra-curricular activities which have included trips to Thorpe Park, Disneyland Paris and Barcelona as well as visits to universities and Young Enterprise. The department has also enjoyed success in a number of external competitions including Bank of England Target 2.0, the Stock Market Challenge held by Reading University and the Marketing Challenge held by Surrey County Council.

As a direct result of the growth in student numbers, the department was split into two separate areas for A Level courses and Vocational courses. Our students value the support the department offers including regular study support workshops, the Easter revision conference and the personalised support and target setting. A significant number of our students go on to study business-related courses at university and return to the college to keep in touch with us as well as providing guidance and support to students aspiring to higher education.



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Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Completed applications should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk

If you have any queries regarding the role or your application, please contact Kirsty on 01483 227438 (direct), or via the College Reception on 01483 761036.

Closing date, Teacher of Business Studies (Part-time): 9am Thursday 26 October 2017

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately for those candidates. Please note that it is not always possible to inform candidates who have not been short-listed due to time constraints.

Interviews for Teacher of Business Studies (Part-time): Monday 30 October 2017

Shortlisted candidates will be invited to the interview process, comprising of the following:

- a guided tour of the College
- observed lesson
- an in-tray exercise
- informal meet with department members
- interview with the Principal and senior member of staff

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The College encourages all candidates to be familiar with Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2016 and the College's Safeguarding and Child Protection Policy. Both documents can be accessed using the following links:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

- http://www.woking.ac.uk/about/policies/



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Job Description

Post Title: **Teacher (Part-time)**

Responsible: **Head of Department**

Job Purpose: **Teaching and developing within Curriculum Area(s) in the College**

Job Responsibilities

1. To work with those teaching within the Department to create an environment in which the aims of the Department, Curriculum and College can be achieved.

2. To attend regularly meetings of the Department and, when requested, the Curriculum Area, to enable issues relating to the Department, Curriculum Area and College to be discussed.

3. To assist in the provision of appropriate courses and the promotion of activities to provide for and support the learning needs of students within the Department.

4. To fulfil one's own responsibilities as a teaching member of the Department, in accordance with the quality standards of the Department.

5. To promote:

   i) the Department's contribution to the cross-curricular work in the College

   ii) the opportunities offered by the Department to students not taking an examination course.

   iii) the use of ICT in the classroom teaching and learning.

6. To work to improve one's professional performance by taking advantage of the department's opportunities to develop skills and broaden experience and participating in the College's appraisal arrangements.

7. To assist in managing effectively and efficiently the physical resources of the Department. In particular, to:

   i) consider the use of accommodation and to make recommendations to the Head of Department for its continued and improved use

   ii) suggest suitable items for departmental expenditure

   iii) observe the College's health and safety policies and encourage safe working practices.

8. To assist in the arrangements within the Department for the induction of students and monitoring progress, offering guidance to students where necessary and liaising with parents where appropriate.

9. If required, to be a personal tutor, and subject to timetabling, to meet the responsibilities defined by the College for personal tutors and be answerable in that context to the Principal.

10. To assist in the arrangements made for students to receive advice on courses in Higher Education and Career opportunities related to, or progressing from those in the Department, ensuring that references are produced when requested.

11. To assist in the setting up and organisation of College examinations in the subjects covered by the Department and assisting, where necessary, the Examinations Officer in the supervision of public examinations.

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12. To ensure that departmental records are kept up to date. To share in the recording and analysis of internal examinations, Alps and external examination results and, with the Head of Department, take whatever action is necessary to sustain and improve performance by students.

13. When necessary and appropriate, to represent the Department at meetings and to publicise the work of the Department at the various events in the College and its partner schools.

14. To act at all times in accordance with the College's Equality & Diversity policies.

15. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.

16. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.

17. To take part in the training programmes provided by the College and agree to the process of professional reviews.

18. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Teacher of Business Studies (Part-Time)

The person appointed will be expected to have:

- An understanding and support for the ethos of the College.
- Relevant subject teaching and assessment experience – the ability to teach Business Studies and/or Economics to A level and BTEC Business Studies up to Level 3.
- Passion for the subjects they teach and for education in general.
- A commitment to the principle of continuous improvement for themselves as a professional and for all of their students.
- Suitable qualifications – educated to degree level in appropriate subject.
- Positive interpersonal and team working skills

The following are desirable for this role:

- A sound knowledge of the 16 - 19 curriculum, and an awareness of the needs of students in this age range.
- Qualified teacher status. Applicants who do not have a teaching qualification must be willing to embark on a training course leading to a teaching qualification whilst with us.
- Ability to mark and assess written work following examination board criteria.